

**BY ORDER OF THE COMMANDER
SHAW AIR FORCE BASE**

**SHAW AIR FORCE BASE INSTRUCTION 91-
207**



10 DECEMBER 2014

Safety

SHAW AFB TRAFFIC SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements policy and guidance in Air Force Policy Directive 91-2, *Safety Programs*, Air Force Instruction 91-207, *The US Air Force Traffic Safety Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to 20 FW/SE, 517 Lance Ave, Shaw AFB, SC 29152-5041; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

1. Other Government Motor Vehicle Conveyances.

1. 1. Other Government Motor Vehicle Conveyances are vehicles that do not meet the definition of Government Motor Vehicles, Government Vehicles Others, All Terrain Vehicles, Motorcycles, or Low-Speed Vehicles and are not in full compliance with the Federal Motor Vehicle Safety Standard. Prior to units purchasing Other Government Motor Vehicle Conveyances, the 20 FW Ground Safety Office will review each purchase request in accordance with Air Force Pamphlet (AFPAM) 91-210, *Contract Safety*, paragraph 7.1.4.

1.1.1. Use will be restricted to roads with a speed limit of 30 miles per hour or less. Prior to operating Other Government Motor Vehicle Conveyances on the roadways, a written Risk Management (RM) evaluation using an AF Form 4437, *Deliberate Risk Management Worksheet*, will be conducted and meet the minimum requirements outlined in AFI 91-207. As a minimum, the RM worksheet will be signed by the squadron commander. Other Government Motor Vehicle Conveyances will not be operated on Shaw Drive; Frierson Road; Patrol Road; Lance Ave or Sweeney Road during the hours of 0645-0800 and 1545-1700. If mission essential requirements dictate Other Government Motor Vehicle Conveyances be utilized on the above named roads during the above listed hours, the squadron commander will ensure a Government Motor Vehicle (sedan or truck) accompanies and provides escort services to the Other Government Motor Vehicle Conveyance. Both the Government Motor Vehicle and the Other Government Motor Vehicle Conveyances will travel in the right hand lane (if available) and will activate the vehicle flashers to increase visibility.

2. Land Mobile Radio /Cell Phone Use.

2.1. Vehicle operators of government owned, leased, or rented vehicles on and off Shaw AFB are permitted to use issued Land Mobile Radios (LMRs) while the vehicle is in motion for the performance of their prescribed duties. This includes cellular phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode if required and issued for the performance of official duties. Prior to using LMRs in this manner, the vehicle operator will evaluate the operating environment to ensure it is safe to do so.

2.2. Vehicle operators of government owned, leased, or rented vehicles on and off Shaw AFB will find a safe location and place their vehicle in park prior to using a hand held electronic device. Privately Owned Vehicle operators on Shaw AFB will find a safe location and place their vehicle in park prior to using a hand held electronic device. Privately Owned Vehicle operators off base are highly encouraged to make every effort to find a safe location and place their vehicle in park when using a non hands-free device.

3. Motorcycle Requirements.

3.1. All riders will carry their motorcycle course completion card, or a copy of the card on their person at all times when operating their motorcycle on Shaw AFB.

4. Exposure to Vehicular Traffic.

4.1. Personnel are strongly encouraged to use the various running trails on Shaw AFB instead of roadways for the purposes of physical training or exercise. When unit formation runs are conducted on the roadways of Shaw AFB, the unit conducting the run will be required to complete a written risk assessment, utilizing an AF Form 4437 prior to conducting the formation run. Particular attention will be paid to traffic density and traffic flow patterns during the risk assessment. All risk assessments will be reviewed and approved by the unit commander as a minimum. Under no circumstances will traffic flow be interrupted during the formation run. Unit formation runs will utilize road guards and/or safety spotters when crossing any roads. When on roadways without a sidewalk, personnel will walk opposite the direction of vehicle traffic. Bicycle riders will travel in the same direction as vehicle traffic and follow the Installation Traffic Code.

5. Distracted Driving and Motorcycle Personal Protective Equipment (PPE) Checks.

5.1. The 20 FW safety office will periodically (as determined by the Chief of Safety or Ground Safety Manager) conduct seatbelt/distracted driving checks (i.e. cell phone, texting, etc.) and motorcycle PPE checks. Security Forces will accompany, mission requirements permitting, to issue citations to traffic code violators. Results of these checks will be presented at the Environmental, Safety and Occupational Health Council.

6. Transportation in Vehicles without Fixed Seating.

6.1. To the maximum extent possible, vehicle occupants will ride in areas of a vehicle with fixed seats. If circumstances require that personnel be transported in vehicles without fixed seating, the following will apply:

6.1.1. The unit will complete a written risk assessment which will be approved by the unit commander. The risk assessment will remain on file as long as the unit utilizes vehicles without fixed seating.

6.1.2. Transport is limited to short distances on DoD installations only and the vehicle cargo area will not have any open sides.

6.1.3. Passengers must remain seated on the bed of the vehicle and no person is resting against a side area or gate that may open.

STEPHEN F. JOST, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, *Safety Programs*, 24 July 2012

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 91-210, *Contract Safety*, 14 February 1994

Prescribed Forms

No prescribed forms are implemented by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 4437, *Deliberate Risk Management Worksheet*

Abbreviations and Acronyms

ACC—Air Combat Command

AFB—Air Force Base

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFRIMS—AF Records Information Management System

LMR—Land Mobile Radio

OPR—Office of Primary Responsibility

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

RM—Risk Management